

Norfolk Electoral Board

Minutes of the August 13, 2024, Board Meeting

Present:

Ms. Atoy Carrington (Chairwoman), Ms. Marianne McKay (Vice-Chairwoman), Mr. H. Michael Ziegenfuss (Secretary), Ms. Stephanie Iles (Director of Elections & General Registrar), Ms. Rosanna Bencoach (Deputy Director of Elections & Deputy Registrar), and Observers – Mr. Arthur Devine, Ms. RayMarie Rowzie, Mr. Mark Snell-Cook, Mr. Trey Teich, and Ms. Kyle Wilson.

The Norfolk Electoral Board was called to order on Tuesday, August 13, 2024, at 10:33 a.m. by Ms. Atoy Carrington in the Elections' Office Board Conference Room in Norfolk City Hall.

Mr. Ziegenfuss moved to approve the minutes of the July 9, 2024 meeting. Ms. Carrington seconded the motion. The Board approved the minutes by a two to one vote with Vice Chair McKay dissenting.

Approval of Officers of Election:

Ms. Iles presented a list of sixty-two (62) potential Officers of Election for appointment. Mr. Ziegenfuss seconded Ms. McKay's motion to approve the list. The Board voted unanimously to approve those on the list as presented by Ms. Iles for a term ending on February 28, 2025.

Such other business as may come before the Electoral Board:

The Board members and Registrar discussed:

- 1) The use of Batch Comparison vs. Ballot Polling Audit for the upcoming November 2024 Risk-Limiting audits.
- 2) List maintenance and Governor Youngkin's Executive Order #35
- 3) Poll watcher feedback from the June 2024 Republican Party Primary Election.
- 4) Robert's Rules of Order for small Boards and VEBA guidelines for conducting business.

Ms. McKay moved to implement Robert's Rules of Order for small Boards to include that a motion need not be seconded. This motion was not seconded and failed to move forward.

Closed Session – Personnel:

At 12:31 p.m., it was moved by Ms. McKay and seconded by Mr. Ziegenfuss to go into a closed session pursuant to the Code of Virginia for a personnel discussion. The motion was approved by unanimous voice vote of the Board.

Upon a motion made by Ms. McKay and seconded by Mr. Ziegenfuss and passed by unanimous vote of the Norfolk Electoral Board, the Electoral Board reconvened in open session.

Further, Ms. McKay moved to adopt the following certification:

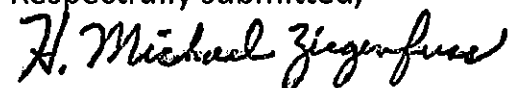
“We certify that the Norfolk Electoral Board convened a closed meeting on August 13, 2024, pursuant to an affirmative vote in accordance with the provisions of the Virginia Freedom of Information Act and that Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law.

The Norfolk Electoral Board further certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board in the closed meeting.”

Mr. Ziegenfuss seconded the adoption of the certification, and the Board unanimously voted to approve the certification.

The next meeting of the Norfolk Electoral Board was set for Tuesday, September 3, 2024 at 11:00 a.m. in the Elections’ Office Board Conference Room in Norfolk City Hall. Ms. McKay moved to adjourn the meeting, which Mr. Ziegenfuss seconded. The meeting was adjourned at 1:58 p.m. by unanimous vote of the Board.

Respectfully submitted,

A handwritten signature in black ink that reads "H. Michael Ziegenfuss". The signature is written in a cursive style with a large, stylized "H" and "Z".

Mr. Ziegenfuss, Secretary

August 13, 2024